

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000**

IN REPLY REFER TO

BUPERSINST 4650.17B  
Pers-02  
17 APR 1995

BUPERS INSTRUCTION 4650.17B

From: Chief of Naval Personnel

Subj: TRAVEL OF GOVERNMENT OFFICIALS UNDER THE COMMAND AND SUPPORT OF THE  
CHIEF OF NAVAL PERSONNEL

Ref: (a) Joint Travel Regulations (JTR), Volume 2 (Civilians)  
(b) Joint Federal Travel Regulations (JFTR), Volume 1,  
(Military)  
(c) Navy Travel Instructions (NTI) NAVSO P-1549  
(d) DOD Instruction 4515.14 of 12 May 1989 (NOTAL)  
(e) Enlisted Transfer Manual (ENLTRANSMAN) NAVPERS 15909C  
(f) Officer Transfer Manual NAVPERS 15559  
(g) BUPERSINST 11103.1D  
(h) BUPERSINST 1320.6E  
(i) OPNAVINST 5050.24E (NOTAL)  
(j) NAVMILPERSCOMINST 4650.2A

Encl: (1) Temporary Additional Duty (TAD) Travel Management  
Procedures  
(2) Travel Information Handbook

1. Purpose. To provide guidance concerning Temporary Additional Duty (TAD) travel to activities under the sponsorship of the Chief of Naval Personnel (CHNAVPERS), including scheduling of and attendance at conferences, symposia, and workshops. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 4650.17A.

3. Background

The Federal Government is focusing on tighter control of administrative travel and the level of effort devoted to mission-related travel. This control includes close scrutiny of the purpose of travel, the number of travelers to a site, the length of TAD, the availability and use of government messing and berthing, the type of local transportation used while on TAD (i.e., rental car, taxi, bus, airport limousine, etc.), and the approval process for convening conferences, symposia, and workshops. Control and management of travel has become an item of special interest during activity inspections, audits, and reviews. These reviews continually cite waste, fraud, and abuse in government travel and point out that cost reductions could be achieved through better administration and tighter controls over travel funds. It is incumbent upon management at all levels to establish, review, or modify their travel management policies and procedures as necessary to ensure currency, completeness, effectiveness, and compliance with references (a) through (j).

BUPERSINST 4650.17B  
17 APR 1995

4. Policy. The following policy applies to the expenditure of Operation and Maintenance, Navy (O&M,N), Operation and Maintenance, Navy Reserve (O&M,NR) and Research Development Testing and Evaluation, Navy (RDT&E,N) travel funds by all activities in the CHNAVPERS claimancy.

a. Official travel will be limited to that necessary and essential to effectively and efficiently carry out assigned mission. Travel meeting this criteria will be performed by the most economical means available, for the minimum time, consistent with the requirements of the mission to be accomplished. The number of travelers to a site is to be reduced to a minimum, with an objective of not more than a single traveler.

b. Reduce administrative travel to the absolute minimum. Administrative travel is that for which the fundamental purpose could be achieved by alternative means or cancelled without directly affecting the accomplishment of basic mission objectives. Administrative travel includes, but is not limited to, conferences, non-essential training and other travel which provides a marginal return.

c. Limit other official travel (including use of passenger-carrying vehicles) to that which is directly and clearly related to mission achievement.

d. Closely scrutinize all travel requests to ensure that the purpose of the travel supports mission achievement. Minimize the length of TAD and direct the most economical modes of travel, local transportation, berthing and messing.

e. Seek alternative means of achieving the purpose of the proposed travel including letters, telephone calls, teleconferencing, etc.

f. Overseas and foreign travel must be justified as mission-essential and should be limited to urgent matters that cannot be accomplished by other means. Arrange overseas travel to coincide with scheduled Air Mobility Command (AMC) flights to the maximum extent practicable to allow use of the more economical AMC fares. Obtain AMC schedules and fares from the local Navy Passenger Transportation Office (NAVPTO). After receipt of the TAD orders, the servicing Personnel Support Detachment (PSD) will submit a passenger reservation request for all overseas transportation to the local NAVPTO, per reference (j).

g. All transportation shall be government procured and obtained from the servicing PSD/NAVPTO to comply with Navy's official travel services contract and take full advantage of the air fare discounts offered under the contracts.

5. Delegation. Authority is hereby delegated to CHNAVPERS, Deputy Chief of Naval Personnel (DEPCHNAVPERS) and Commander, Navy Recruiting Command (CNRC) to:

a. Approve scheduling of conferences, symposia, workshops and meetings which involve the expenditure of travel funds and which are related to mission accomplishment in accordance with guidelines in reference (i). This authority is issued to the principal only and may not be redelegated. Commander, Navy Recruiting Command will report approved conferences, symposia, workshops and meetings to Pers-02 for information purposes. If there is doubt concerning the validity of a conference, either disapprove it or submit the request to the Chief of Naval Personnel via Pers-02 for a determination. In this request, provide justification to satisfy the questions posed in paragraph II C(a) of enclosure (1).

b. Approve Invitational Travel Orders (ITOs) as necessary in support of activity mission and per stipulations in paragraph C3106 and C6000 through C6003 of reference (a). This authority is issued to the principal only and may not be redelegated.

6. Action. Addressees shall execute their travel of personnel (Object Class 21) programs in compliance with the policy and delegated authority set forth in this instruction. If circumstances occur where the provisions of references (a) through (c) conflict with this instruction, select the more restrictive policy or procedure in order to minimize travel costs. Command and field activity travel instructions must be scrutinized to ensure that they comply with the intent of this instruction and shall include specific detailed directions with respect to the execution of all travel. Enclosure (1) provides more specifics with regard to travel management. Enclosure (2) provides information and instructions for travelers.

7. Forms. The following forms are available in the Navy supply system using requisitioning procedures contained in NAVSUP P-2002, Navy Stock List of Publications and Forms:

DD 1351-2 (JUN 78), Travel Voucher or Subvoucher, S/N 0102-LF-013-2703

DD 1610 (JUN 67), Request and Authorization for TDY Travel of DOD Personnel, S/N 0102-LF-016-7702

NAVPERS 1320/16 (Rev. 11-87), TEMADD Travel Orders, S/N 0106-LF-013-2082

BUPERSINST 4650.17B  
17 APR 1995

Distribution:

BUPERS

List	1A	Chief, Special Assistants, Staff Office Directors, Assistant Chiefs
	1B	Division Directors; Staff Office Directors and Special Assistants to ACNPs
SNDL	FJA2	(NAVY BAND)
	FJA5	(NMPS)
	FJA7	(NAVALREHCEN)
	FJA8	(NAVRESPERSCEN)
	FJA9	(EPMAC)
	FJA10	(NAVMAC)
	FJA12	(NAVCONBRIG)
	FJA13	(NAVPERSRANDCEN)
	FJB1	(COMNAVCRUITCOM)
	C55A	(BUPERS Detachments)
	C55F	(NAVAPLVACT)

Stocked: Bureau of Naval Personnel  
(Pers-02)  
Washington, D.C. 20370-0200 (30 copies)

TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL MANAGEMENT PROCEDURES

I. Types of Temporary Travel

A. Temporary Additional Duty (TAD). When a member is temporarily detached from the permanent duty station to perform duty at another location, either within or outside the continental United States. Upon completion of the TAD, the member returns to the permanent duty station and resumes the regularly assigned duties.

B. Invitational Travel Orders (ITOs). The term applies to travel which may be authorized for persons who are not Federal Government employees or members of the Uniformed Services when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). Reference (a), paragraphs C3106 and C6000 through C6003, sets forth (1) the circumstances under which orders of this type may, and may not, be issued; (2) the travel entitlement of persons performing this travel; (3) the modes of transportation which the traveler is authorized to use; and (4) a sample order format. ITO's for the Navy are issued using NAVSO form 4650/10. Individuals receiving ITO's may not be paid a travel advance. However, partial payments of accrued entitlement may be made in the case of prolonged periods of travel. Approval to issue ITOs must be personally given by Resources Management Office (Pers-02) or CNRC. ITOs requesting Pers-02's approval must include full justification stating the reason for the travel, the benefit to the Navy, and why a non-government employee must perform the travel.

C. Travel within the National Capital Region (NCR). Travel within the National Capital Region (as defined in reference (d)) includes the District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpepper, Orange, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; the Cities of Alexandria, Fairfax, Falls Church, and Fredericksburg in Virginia; and all cities existing within these geographic boundaries. Travel within this area that can be accomplished on a daily basis shall not be ordered via a DD 1610, Request and Authorization for TDY Travel of DOD Personnel or NAVPERS 1320/16, TEMADD Travel Orders. Instead, the member shall perform the travel based on verbal orders from competent authority and then request reimbursement. Receipts must be obtained. Reimbursement will only be authorized for travel costs in excess of a person's normal commuting costs. Travel within the NCR that requires remaining overnight at the temporary duty site must be justified via memorandum to Pers-02.

BUPERSINST 4650.17B  
17 APR 1995

D. TAD "No Cost" (Permissive) Travel Authorizations. BUPERS and subordinate commands shall not direct employees to perform official travel without furnishing or providing for reimbursement for necessary transportation and travel allowances or without wording the orders so as to provide for reimbursement of transportation expenses. On certain occasions, however, travel may be desirable from the Navy's viewpoint but not sufficiently necessary to warrant the expenditure of limited travel funds. Under these circumstances, an authorization permitting, as distinguished from directing, the individual concerned to travel at no expense to the government. The travel authorization must contain the following statement in block 21 (for military) or block 16 (for civilians):

"This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to personally bear this expense, you will consider this authorization canceled."

The traveler must sign after this statement. Condensed versions of the above statement, e.g., "No cost to the Government" or similar abbreviated phraseology will not be used. Claims of individuals whose orders do not include the complete, unabbreviated statement set forth above may subsequently be determined to be proper for payment regardless of the order writer's intent.

## II. Criteria for Travel

A. Mission Essential. Travel necessary to carry out a basic mission objective. Prior to approving travel fitting this definition, alternatives such as correspondence, teleconferencing or combining trips to the same area in order to accomplish multiple purposes must be considered. Once the necessity for the travel has been established, the approving official must ensure that the number of personnel authorized to travel and the duration of the travel is held to an absolute minimum consistent with the nature and urgency of the mission to be performed.

B. Administrative. Travel which could be cancelled without directly impacting on the essential or critical mission objectives of BUPERS or which could be achieved by alternate means. Examples of administrative travel are coordination visits between activities or training courses not specifically required for job performance. Travel that meets this definition must be held to the absolute minimum.

C. Conferences, Workshops, Seminars, Symposia, and Similar Events

(1) The term "conference" includes all conferences, meetings, seminars, workshops, symposia and other gatherings scheduled on a regular, periodic or one-time basis.

(2) Conferences provide a forum for the exchange of ideas and information which can not readily be accomplished through other means. They require careful planning to minimize total costs and maximize benefits to the Navy. Conferences are not appropriate if the subject matter can be transmitted by directive, information bulletin, or telephone without a significant loss in effectiveness. Keep the scheduling of conferences involving the expenditure of any TAD funds to a minimum. Restrict conferences sponsored by BUPERS activities or attended by BUPERS personnel to only those absolutely essential to satisfy mission requirements. Review carefully the proposal for any such conference to ensure the objective and anticipated results justify the expenditure of man hours and TAD funds. Reference (i) outlines the following policy and procedures apply when scheduling conferences.

(a) All requests for BUPERS-sponsored conferences will include answers to all of the following questions. If a question does not apply please indicate:

1. How does the proposed conference relate to accomplishment of the assigned mission?

2. What is the objective of the conference? Is the objective clear and attainable?

3. Is the conference the only or most cost-effective means of accomplishing the desired objective? Have all less costly alternatives been thoroughly explored? Are teleconferencing facilities available to obviate the need for expenditure of TAD funds?

4. Has CNO policy regarding balanced representation been taken into account in terms of points of view and professional expertise represented as well as opportunities for professional development through participation?

5. Will the anticipated results justify the direct costs in man-hours and TAD funds?

6. Does the decision regarding site selection, attendees, and meeting dates take into account associated resource costs?

BUPERSINST 4650.17B  
17 APR 1995

7. What activities are expected to send representatives? What is the total number of attendees? Is there compelling rationale for multiple representation from a single activity?

8. What is the estimated total Navy and BUPERS TAD costs associated with the proposed conference?

9. Have efforts been made to minimize TAD costs through use of Morale, Welfare and Recreation Department facilities (i.e., for conference space and logistical support), and Bachelor Quarters (BOQs/BEQs)?

10. For recurring conferences, has the original requirement for the conference been revalidated? Has consideration been given to extending the interval between recurring conferences in order to reduce annual cost?

11. If classified material is to be discussed, has the command security manager been advised? How will access to the conference be controlled?

12. Will the conference include any non-Federal participants or attendees? If so, what is their relationship to the Federal Government (i.e., contractor, consultant, advisory committee member) and have all formal and informal arrangements governing their attendance, participation and compensation been observed, including any required legal review?

(b) All conferences sponsored by BUPERS shall have prior written approval of CHNAVPERS/DEPCHNAVPERS.

(c) CHNAVPERS/DEPCHNAVPERS will personally release the announcement of each conference.

(d) Requesting officials shall maintain records of approval and be prepared to provide reports upon request from higher authority.

(e) Activities are required to submit to CHNAVPERS, via Pers-02, a complete list of all conferences 2 weeks prior to the start of each fiscal year.

(3) BUPERS military or civilian personnel generally will not participate in events sponsored by commercial firms, consultants, or industrial associations, which are conducted outside the NCR or which charge registration fees of more than \$10 per day of attendance. Requests to attend such will be fully justified before TAD orders are signed.

(4) If there is a requirement for conference space within the NCR, submit a justification via memorandum to CHNAVPERS (Pers-01). If approved, space arrangements will be made by CHNAVPERS (Pers-016).



D. Symposia. There has been a proliferation of symposia which are costly to the Navy in terms of lost time on the job, funding attendees and in reimbursing contracts. Excessive attendance at these meetings is also a burden upon senior personnel of both the Navy and contractors and in many cases is significantly detracting from the participants' primary duties. Clearly, many symposia have merit and benefit government programs--the challenge is to selectively participate in only those of direct benefit and to minimize the cost of those selected.

### III. Preparation of Travel Orders

A. GENERAL GUIDANCE. Travel orders shall be prepared following references (a), (b), (c), (e), and (f). Item numbers from the back of the travel order may be used to replace narrative comments/remarks for military orders. Additionally, purpose for travel will be designated as "mission essential" or "administrative". Ambiguous phrases such as "Naval Matters" will not be used unless the mission is classified. In addition to a clear, concise narrative description of the purpose for travel, all travel orders shall be annotated with one of the following standard travel purpose categories immediately following the narrative description. The purpose category should be shown in parentheses; i.e., (TRAVEL FOR TRAINING). This information will be shown in block 15 of the NAVPERS 1320/16 and block 9 of the DD 1610.

B. TAD SITES/LEAVE/TRANSPORTATION. Complete Temporary Duty activity title and address, as well as dates spent at each site will be reflected in the orders, e.g., NAS Norfolk, 2222 Jones Road, Norfolk, VA 12345. Any periods of annual leave will be clearly indicated. If TAD is to be performed at or on a government installation, that fact will be stated in the orders. Orders will not direct a more costly mode of transportation, nor be written in an attempt to circumvent use of the most economical means of transportation or DOD/Navy policy on the use of government or government-procured transportation or utilization of government quarters.

#### TRAVEL PURPOSE CATEGORIES

Operation/Managerial Travel: Travel for the performance of operations or managerial activities. Includes travel directly related to program areas or agency mission (including special agency mission), site visits and informational meetings to discuss agency operations, review status reports or discuss topics of general interest.

Travel for Training: Travel incident to training.

Travel for Meetings, Conferences, and Speeches: Travel for the purpose of attending a meeting, conference, convention, seminar or symposium, delivering a speech, presentation, or paper, or otherwise taking part in a formal program other than training.

BUPERSINST 4650.17B  
17 APR 1995

Relocation Travel: Travel for moving from one official duty station to another.

Other Travel: Travel which does not fit the above categories. Includes travel an employee or dependent is entitled to as a result of an assignment (entitlement travel) and other miscellaneous travel.

C. TAD SITES/LEAVE/TRANSPORTATION. Complete Temporary Duty activity title and address, as well as dates spent at each site will be reflected in the orders, e.g., NAS Norfolk, 2222 Jones Road, Norfolk, VA 12345. Any periods of annual leave will be clearly indicated. If TAD is to be performed at or on a government installation, that fact will be stated in the orders. Orders will not direct a more costly mode of transportation, nor be written in an attempt to circumvent use of the most economical means of transportation or DOD/Navy policy on the use of government or government-procured transportation or utilization of government quarters.

D. COST ESTIMATES

(1) Per Diem. Based on the location of TAD and the availability of government quarters and messing.

(a) Government Messing. For purposes of computing advances, officers and civilian employees do not need a government messing non-availability statement since these facilities are rarely available to them. In cases where it is known in advance that a government mess will be available to an officer or will be used by a civilian employee, the subsistence portion of per diem will be excluded in computing the advance. However, without a statement to the contrary, government messing for enlisted personnel will be considered available with charge when computing advances. When enlisted members travel, a deduction for their Basic Allowance for Subsistence (BAS) will be made from their per diem. The current deductions are listed in reference (e). All enlisted military personnel performing TAD at a military installation are required to obtain an endorsement as to the availability/non-availability of government messing from the cognizant authority at the TAD point. Failure to obtain this endorsement will result in reimbursement being computed on the basis that government mess was available unless a statement of impracticability or an adverse effect statement was included in the orders.

(b) Government Quarters. Adequate government quarters (Navy Bachelor Quarters (BQ) and Navy Lodges) are to be used by all travelers to the maximum extent possible. Reference (g) lists all Navy Bachelor Officer/Enlisted Quarters (BOQ/BEQ), indicates whether transient quarters are available, lists telephone and facsimile numbers for making reservations, and lists approved alternate government quarters for each site. This instruction should be used routinely when making arrangements for travel. Upon receipt

of requests for reservations the BQ will provide either confirmed reservations at the primary or approved alternate site, certificate(s) of non-availability (CNA), or a combination of both, to cover the entire period of TAD. Hardcopy CNAs will be provided to the customer either by facsimile, mail or over the counter at the convenience of the customer. CNAs are official endorsements to travel orders and must be included in the travel liquidation. Use of other service BQ facilities adjacent to the TAD site is encouraged but not mandated. The authority to exempt travelers from using government quarters, as cited in references (a) and (b), remains with the order writing authority. Recommend that order writing authority maintain documentation justifying use of exemptions for audit/inspection purposes. Civilian employees traveling more than 50 percent of the total number of the employee's basic administrative work weeks during the current fiscal year are exempted from using government quarters per paragraph C1055-1, reference (a). Additional exemptions are detailed in references (a) and (b).

Additionally, Navy Lodges must be utilized if within 30 minutes of the TAD site during rush hour. Statements that "Utilization of government quarters would adversely affect the performance of the mission" shall not be made on the orders as an expedient or as a convenience to the traveler. Order-writing departments must ensure locally maintained records contain documentation to support such statements cited on travel orders for audit purposes. Civilian employees whose duties require official travel in excess of 50 percent of the employee's administrative work weeks during the current fiscal year are exempted from the requirement to use government quarters per paragraph C1055-1 of reference (b); this status must be annotated on the travel orders.

(2) Navy Official Travel Services Contracts. The Navy has contracted official travel services worldwide. The contracts include a full range of services such as air, bus and rail reservations and ticketing, lodging, rental vehicles, etc., which are provided by Commercial Travel Offices (CTOs). Under these contracts the contractor is granted exclusivity for all official commercial air travel. These contracts provide for discounts on all official air and rail transportation resulting in substantial savings to the Navy and Navy travelers are provided free flight insurance of \$150K.

(3) Navy Policy Regarding the Use of American Express (AMEX) Charge Card System. The individual AMEX charge cards may be used by individual travelers to charge the cost of lodging, meals, rental cars, and other authorized incidentals. The cards may be used to procure official transportation, i.e., air, bus, rail services, only in emergency situations when the services of a Navy Passenger Transportation Office (NAVPTO) or Personnel Support Activity Detachment (PSD) are unavailable. Otherwise, all transportation services shall be procured through a NAVPTO/PSD complemented by an official travel services contractor. The AMEX centrally billed accounts are used by NAVPTOs/PSDs to procure air and rail services. When air/rail tickets are issued using the AMEX centrally billed accounts, the traveler is provided \$200K travel accident insurance at no cost. This is in addition to \$150K of free flight insurance provided by the Navy's official travel services contractor.

BUPERSINST 4650.17B  
17 APR 1995

(4) Obtaining Official Travel Services. As soon as the travel requirement is known, travelers or travel coordinators shall call the servicing NAVPTO/PSD or CTO to make the official travel arrangements. Official travel will be arranged via the most economical means available in compliance with Federal and DoD policies. In this regard, all travelers (no exceptions) are required to use the government contract carriers unless an allowable exception exists as listed in the Federal Travel Directory or Official Airlines Guide flight guide. Only commanding officers of Personnel Support Activities and their passenger transportation officers may grant these exceptions to the use of contract air. If travel orders direct (as opposed to authorize) use of U.S. Government Transportation Requests (GTRs), no reimbursement for personally procured transportation is authorized unless GTRs were not available at the time travel was required to commence. (The term GTRs, where used in this instruction, also applies to the AMEX centrally billed Government Travel Accounts (GTAs) used as the primary means for procuring official Navy passenger transportation.)

(5) Miscellaneous. Will include transportation to/from airports, registration fees (if not paid through training/program funds), car rentals, mileage allowance if traveling by POC, and cost of rail/bus fares if under \$100 (NAVPTO will not issue a Government Transportation Request unless the cost exceeds \$100). When miscellaneous cost estimates exceed \$50, cost data must be itemized in the Comments/Remarks block of NAVPERS 1320/16, Temporary Additional Duty Travel Order, or DD 1610, Request and Authorization for TDY Travel of DOD Personnel. For example, if the miscellaneous costs are \$175, the entry in the remarks block might read "Misc Exp: Rental Car \$150, Taxi to/from airport \$25."

(6) Advances. Payment of a travel advance may be authorized for the purpose of substantially defraying the estimated out-of-pocket expenses. If the traveler requests an advance, the cost estimates will be used to compute the amount to be authorized. For Non-Frequent Travelers, add the estimates for per diem and miscellaneous expense and multiply by 80 percent. If travel is being done at personal expense subject to reimbursement (i.e., by Privately-Owned Conveyance (POC)), 100 percent of this estimated cost may also be advanced to the traveler. For Frequent Travelers or personnel with government credit cards, advances are limited to the Meals and Incidental Expenses (M&IE) portion of per diem and all non-chargeable miscellaneous expenses (such as mileage). Travel advances are generally not made for 1-day TAD trips or when the computed amount of the advance is less than \$50. Exceptions can be made due to financial hardship. These exceptions are to be made on an individual case basis only. Advances will only be made in 30-day increments for periods of extended TAD unless there is no disbursing office at the TAD site.

E. Other Required Statements. The following statements shall be cited on the travel orders when applicable:

(1) Rental Cars: "Under circumstances not permitting travel by the usual means, authorized government contract car if available; otherwise commercial for official use only (to/from, in/around) \* TAD area (IAW JFTR Vol 1, U3415 and U3505-B Item 3.) \* \* (IAW JTR Vol 2, C2101.2). \* \* \*

\* As applicable \* \*Military only \* \* \*Civilian only

(2) POC Travel: If traveling by POC as advantageous to the member: "Travel via POC for convenience of the member. Per diem will be payable for travel performed by POC but not to exceed that payable for constructed travel over a usually travelled route by air or surface common carrier whichever more nearly meets the requirements of the orders and is more economical to the government. Mileage allowance is not to exceed cost of TR. Excess travel time to be charged as leave." Constructive common carrier cost must be obtained and placed in the orders before the member departs the PDS.

(3) For all cost TAD orders: "Submit completed travel claim to paying activity within 5 calendar days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel."

(4) Leave in conjunction with TAD: Order-writers are enjoined to screen each TAD/leave request carefully to ensure that TAD orders are not being requested as a means to defray transportation expenses to and from a place of leave. When granting leave in conjunction with TAD orders, include a directive in the orders to the effect that "if you avail yourself of this leave, indicate on original orders date and hour TAD commenced and was completed."

(5) When leave is granted outside the continental United States: "If you avail yourself of this leave, obtain endorsement from each TAD point as to transportation which would have been available in reporting to the next TAD point, or in returning to duty station via shortest usually traveled route, giving date and hour of departure and arrival. You are authorized to visit (specify country) in a leave status."

#### IV. NATO Supplemental Travel Orders

A. NATO Countries. Per agreements with the North Atlantic Treaty Organization (NATO), supplemental travel orders will be prepared and attached to each order requiring travel to, from, or within a NATO country (except the United States). The NATO order is to be written in both English and French. NATO countries are:

Belgium	France	Italy	Norway	United Kingdom
Canada	Greece	Luxembourg	Portugal*	United States
Denmark	Iceland	Netherlands	Turkey	Spain
Germany				

BUPERSINST 4650.17B  
17 APR 1995

\*Since Portugal does not accept facsimile signatures on supplemental travel orders, pen-and-ink signatures are required for both the order and the supplemental travel order when traveling in Portugal.

B. Order Preparation: Reference (h) contains instructions for preparing NATO travel orders.

V. Local Transportation. Request transportation at the TAD site from the host command. When this is unavailable, use public transportation. Use taxicabs and rental cars only when other means will not meet mission requirements.

#### VI. Expiration of Travel Orders

A. Normal Expiration. TAD travel orders automatically expire when the traveler returns to his or her permanent duty station. Within 5 days after travel is completed, the traveler must submit the DD 1351-2, Travel Voucher or Subvoucher, and lodging and other required receipts for reimbursement of all expenses incurred during the TAD travel.

B. Order Amendment/Cancellation. Travel orders must be used within 10 days of the proceed time listed on the orders for military travelers; within 7 days for civilian travelers. If travel is postponed beyond that period, the orders must be amended to reflect a new proceed date or cancelled and reissued for later travel. If travel is not performed, return the original order with any GTR issued, ticket and travel advance to the issuing Personnel Support Activity/Detachment per local regulations.

#### VII. Waste, Fraud and Abuse

A. Travel Expense Prudence. Official travel has and continues to receive a high level of visibility primarily due to its vulnerability to waste, fraud and abuse. Travelers should be advised that official travel is not an opportunity to indulge in personal excesses at the taxpayers' expense, that only reasonable expenses will be approved for reimbursement, and that excess costs will be at personal expense. Generally, travelers (both military and civilian) should be guided by the prudent traveler rule contained in paragraph C1058 of reference (a) which requires travelers to "exercise the same care in incurring expenses in accomplishing a mission that a prudent person would exercise if traveling on personal business." The filing of a fraudulent travel claim is punishable under Title 18, United States Code 287 and appropriate punishments are prescribed in the Uniform Code of Military Justice (UCMJ) and Chapters 751 and 752 of the Federal Personnel Manual (FPM).

B. Reimbursement Limitation. The General Accounting Office (GAO) has consistently ruled that travel expense reimbursement shall be limited to actual and necessary expenses incurred in the conduct of official business. Additionally, GAO has held that the employing agency (i.e., the activity's commanding officer) is responsible for determining necessary and reasonable expense that may be reimbursed.

C. Gifts/Prizes/Incentives Acquired Incident to Official Travel

(1) Government travelers are obligated to account for gifts, gratuities, or benefits received from commercial carriers incident to the performance of official travel. When a member receives promotional material, it is accepted on behalf of the government and must be relinquished accordingly. However, the member may keep items of nominal intrinsic value (such as pens, pencils, or calendars) and may participate in promotional programs which will accrue personal benefits such as memberships in clubs, and check-cashing privileges. Gifts received as a result of official travel shall be turned in as specific in local directives.

(2) Official travelers may enroll in "frequent flyers" or other mileage-accumulation programs for the purpose of gaining free or discounted travel which would ultimately accrue to the government. Frequent flyer travel benefits earned as a result of official travel may not be used to upgrade airline tickets to first class nor may they be used for personal travel. Although, when on official travel, these benefits may be used for accommodation upgrades to any class between coach and first class, e.g. business class, they should be used, whenever possible, to reduce overall travel costs by obtaining free airline tickets, lodging, and/or rental vehicles to be used for future official travel.

(3) Transferable and non-transferable tickets or discount documents must be turned into the local transportation office for use or application toward future travel.

(4) Reference (j) provides specific information on the disposition of airline compensation to travelers who voluntarily or involuntarily relinquish a seat. In the event of an unscheduled stop due to unforeseen aircraft maintenance, etc., the traveler should first determine if the airline for which the tickets were issued can provide onward transportation that will meet mission requirements. If so, the traveler should use that transportation. If the airline arrangements will not meet mission requirements, the traveler should obtain a signed statement by an airline official outlining the circumstances of the unscheduled stop and what alternative transportation the airline had arranged. The traveler should then contact the nearest NAVPTO for assistance in arranging onward transportation. If there is no NAVPTO available, the traveler should procure onward transportation at the cheapest available cost, consistent with mission requirements. The resultant travel claim should include the airline statement, an endorsement by the traveler stating what action was taken and why, and the new airline ticket (if any).

VIII. Memorandum Logs

A. Requirements. Each order-writing department/division is required to maintain memorandum logs and copies of all travel orders and matching completed travel vouchers (claims) for 3 years after date of requested travel. Memorandum logs should contain the following information at a minimum. Name of traveler with SSN, tango number, date of travel, date of return (used to track submission time-frame of travel vouchers), cost of travel (both transportation, and per diem), date travel voucher submitted to

BUPERSINST 4650.17B  
17 APR 1995

the Personnel Support Detachment (PSD), and date travel voucher liquidated. A running balance of authorized travel funds is to be maintained. Additional items can be added to aid the department/division in managing its travel program as necessary.

B. Adjustments. Adjustments in cost for travel due to modifications to travel orders and travel vouchers must be recorded in the memorandum log. Travel coordinators are expected to validate their memorandum logs with their financial department on a quarterly basis or more frequently if required.

#### IX. Travel Orders Crossing Fiscal Years

A. Preparation. If travel will cross fiscal years (i.e., begin in September and end in October), then two sets of orders must be prepared. The first set of orders must cite accounting data appropriate for the fiscal year in which the travel started as well as per diem and miscellaneous costs incurred during that fiscal year. If a round-trip GTR was issued, then the entire cost should be entered on the first set of orders. The second set of orders will contain the per diem and miscellaneous costs incurred in the second fiscal year.

B. Block 13. Additionally, each order must reference the other. The first order must state in block 13: "This travel ends on Standard Document Number\_\_\_\_\_. " The second order must state in block 13: "This travel began on SDN\_\_\_\_\_."



TRAVELER INFORMATION HANDBOOK

Prior to commencing TAD travel the following material should be reviewed. It contains important information that travelers need to know about the performance of official travel.

TRAVEL ADVANCE - Generally payable in amounts not to exceed 80 percent (40 percent if holder of American Express credit card) of the estimated cost of per diem and miscellaneous expenses and not earlier than 3 working days prior to commencement of travel.

COMMERCIAL TRANSPORTATION - Arrangements should be made through the local Navy Passenger Transportation Office (NAVPTO) or Personnel Support Activity Detachment (PSD). Official travel is scheduled via the most economical route that will satisfy the mission of the travel. The AMEX centrally billed accounts are used by NAVPTOs/PSDs to procure official air and rail. Individual procurement of commercial transportation is not authorized when the cost is \$100 or more and GTRs are available at the time and place travel is required to commence. This also applies to the individual American Express Card. Reimbursement for unauthorized procurement of commercial transportation costing \$100 or more will be limited to actual expense not to exceed the cost had a GTR been issued. If travel orders direct (as opposed to authorize) use of GTRs, no reimbursement for personally procured transportation is authorized unless GTRs were not available at the time travel was required to commence.

TRAVEL VIA PRIVATELY-OWNED CONVEYANCE (POC) - When such travel is authorized as more advantageous to the government, the traveler will be reimbursed for mileage as well as per diem for the time considered necessary to perform the ordered travel via a direct route. When POC travel is authorized but not considered advantageous to the government, the traveler will be reimbursed for mileage and per diem for the constructive period of time required to perform the ordered travel over a direct route. Mileage reimbursement for POC travel is limited to the owner/operator of the POC. Passenger receives only per diem.

RECEIPTS - Generally, receipts are required for any expense in excess of \$25. It is a good idea to save ALL receipts. Car rental expenses in any amount must be substantiated by receipts. The original receipt (the one received from the vendor) is required to be attached to the travel claim when filing settlement vouchers.

ORDERS AND ENDORSEMENTS - Travel claims must be supported by the original and three copies with all applicable endorsements. Safeguard the original orders as their loss may delay settlement of the travel claim. If TAD is performed at a military installation, the traveler is required to obtain reservations for adequate government quarters or hard-copy CNA(s) for all periods of non-availability of government quarters, unless specifically exempted from this requirement. Hard-copy CNAs will be provided by servicing BQ by facsimile, mail or over the counter at the convenience of the customer. CNAs are official endorsements to travel orders and must be included with the travel liquidations.

BUPERSINST 4650.17B  
17 APR 1995

USE OF GOVERNMENT QUARTERS (BQ AND NAVY LODGES) - when ordered to perform TAD at a government installation, Navy personnel are required to make maximum use of available adequate government quarters. As soon as a firm TAD requirement is known, command travel coordinators or travelers should contact the BQ at the primary TAD site for reservations in government quarters. The servicing BQ will provide either confirmed reservations at that site or approved alternate government quarters, a CNA, or combination of both to cover the entire TAD period. Hard-copy CNAs will be provided to the traveler either by facsimile, mail or over the counter at the convenience of the traveler. Failure to obtain CNAs for periods of non-occupancy of government facilities, without specific exemption from the requirement, will result in non-reimbursement for commercial lodging.

USE OF GOVERNMENT MESSING FACILITIES - All military personnel performing TAD at a military installation are required to obtain an endorsement of the availability/non-availability of government messing from the command responsible for such facilities at the TAD point. Failure to obtain this endorsement will result in reimbursement being computed on the basis that government mess was available unless a statement of impracticability or an adverse effect statement is included in the orders.

RENTAL VEHICLES - Must be specifically authorized in the travel orders and must be obtained through the servicing NAVPTO/PSD. Use of special Military Traffic Management Command (MTMC) negotiated rates is required where available. Information on current rental car agreements is available from the local NAVPTO/PSD. MTMC negotiated rates include Collision Damage Waiver (CDW) or Personal Accident Insurance (PAI) coverage. When using a rental car company not under agreement with MTMC, do not elect optional CDW or PAI coverage since these costs are generally not reimbursable (except overseas) and the government is self-insured. Save all receipts for gasoline and be sure to fill the tank prior to returning the rental vehicle since most rental companies charge a premium for refilling the tank. In the event of an accident involving a rental vehicle, reimbursement for damage expenses up to the deductible amount specified in the rental agreement is authorized, if the accident occurred while the traveler was on official business and is substantiated by receipts.

PROMOTIONAL ITEMS/GIFTS/BONUSES - Department of the Navy (DON) policy on these items is that travelers may keep unsolicited promotional items offered by airlines which cannot be used by the Navy and which are of nominal intrinsic value such as pens, pencils, note pads, calendars and other similar items. Reference (j) pertains. All other gifts received as a result of official travel are to be turned in as specified in local directives.

FILING TRAVEL CLAIMS - Claims must be submitted within 5 calendar days after completion of travel. Claims must be supported by the original and three copies of the travel orders, all original receipts, unused tickets or credit memoranda issued by commercial carriers and any memorandum endorsements to the travel orders. The traveler must sign and date the travel claim. Failure to file a settlement voucher within the prescribed time-frame may result in pay account checkage for all travel advances received and denial of future travel advances.